



**STATE OF MARYLAND JUDICIARY  
Administrative Office of the Courts  
REQUEST FOR PROPOSALS (RFP)**

**Kitchen & Break Room Renovations  
for Anne Arundel County Circuit Court Juvenile Department  
RFP SP9463**

This procurement is being conducted as a Small Procurement Request for Proposals (RFP) as described in the Judiciary Procurement Policy, not to exceed \$25,000.

**Purpose**

The Administrative Office of the Courts (AOC) issues this Small Procurement Request for Proposals (RFP) to renovate the Kitchen and Break Room areas in the Juvenile Department of the Circuit Court for Anne Arundel County. The renovations will include demolition and disposal of the existing counter and cabinets, adding additional counter and cabinets, adding a Garbage Disposal, new flooring (Break Room area only) painting and electrical work.

**1. Scope of Work**

**KITCHEN AREA:**

- Install 108" Formica Countertop (Glossy Finish) with support - Color TBD
- Install 24" Commercial Stainless Steel drop-in Sink and Faucet w/sprayer attached (including Cock Hole Cover)
- Install Garbage Disposal (will need electrical power and switch to the disposal, and plumbing to tie it in)
- Install 3 sets of upper cabinets 27"L x 30"H with full overlay.
- Install 1 set of upper cabinets 27"L x 12"H with full overlay and microwave shelf to be installed to the right side of the cabinet (will need electrical power)
- Install 2 sets of bottom cabinets 27.5"L x 34.5"H with double doors and drawers.

- Install 1 set of bottom cabinets 27.5"L x 34.5"H beneath the 24" commercial size sink with double doors.
- Install Tile Backsplash to extend from top of counter to bottom of cabinets - Color TBD

Cabinets are to be Bridgewood Advantage all wood Oak Charcoal Richfield with soft closed hinges and 4" Bent Wire Pulls.

### **BREAKROOM AREA:**

- Install 78" Formica Countertop (Glossy Finish) to match the Kitchen Area countertop.
- Install 3 sets of bottom cabinets 27.5L x 31"H with double doors to match the Kitchen Area cabinets.
- Install 4" or 5" Backsplash to match the Countertop.

Cabinets are to be Bridgewood Advantage all wood Oak Charcoal Richfield with soft closed hinges and 4" Bent Wire Pulls.

### **FLOORING**

- Remove existing Cove-Base.
- Installation of new flooring tiles (Armstrong LVT Vivero Best Galvanized Gray – Flexco) and new 4"1/8 wall cove base (Charcoal) in the Break Room Area to match exactly and perfectly connect to the existing flooring in the Kitchen Area without a Transition Strip.

### **PAINTING (BOTH AREAS)**

- Walls to be prepped for painting (cleaned, sanded, repairs/patch if needed)
- Paint the walls with Glidden - Sped-Wall- Flat GPS-2020 - Antique White.

### **Electrical (Both Areas)**

- Install dedicate circuit for microwave under cabinet in the Kitchen Area.
- Install dedicated circuit for a garbage disposal.

- Install a switch to control the garbage disposal.
- Replace and Raise up the existing receptacle in the Break Room Area above the countertop.

## **2. Contractor Minimum Requirements**

- Contractor must supply trash bin and must be removed at the end of each day.
- Floor protection will be necessary for the delivery of materials and supplies to and from the freight elevator to the kitchen, unless using a dolly and will remove each day after work.
- Contractors will work with the Project Manager to establish a work schedule.
- Work is to be completed after normal hours and on weekends.
- Work should be completed within 30 days from start date.
- Contractor shall perform all work with good workmanship utilizing the best standards of the industry.
- The Project Manager shall have the sole authority to determine acceptable/unacceptable work and final acceptance. The Contractor must complete repairs within 7 days of walk-through. Final acceptance shall occur upon satisfactory completion of all repairs.

## **3. Location**

Circuit Court for Anne Arundel County  
8 Church Circle  
Annapolis, Maryland 21401

- 4. A MANDATORY Walk-Through** will be held on **March 27, 2019, beginning at 11:00am at 8 Church Circle, Annapolis, MD 21401.** Everyone Must go through Security and we will meet in the Juvenile Department.

**Attendance at the Conference is mandatory in order to facilitate better preparation of proposals. Please bring business cards with you if available.**

## **5. Contract Type**

The resulting contract shall be for Fixed Price.

**6. Contract Term**

The Contract resulting from this Small Procurement (RFP) shall begin **upon execution** and extend for a base period of 30 days. Work will be scheduled with the Project Manager.

**7. Procurement Officer**

The sole point-of-contact for purposes of this Small Procurement (RFP) prior to the award of any Contract shall be the Procurement Officer at the address listed below:

**Lisa Lee**

Maryland Judiciary, Administrative Office of the Courts

Department of Procurement, Contract and Grant Administration

Telephone: 410-260-1263

Email: Lisa.Lee@mdcourts.gov

**8. Form of Response**

Proposals must be in writing.

- a. **Part I** – Technical proposals must include a written response to the Scope of Work that demonstrates the Offeror's work plan, capabilities and experience in providing the required services.
- b. **Part II** – Price proposals must include the fully loaded fixed price for the services proposed.

**9. Proposal Closing Date**

All proposals must be received via email to the Procurement Office at the email address listed in Section Number 6, no later than **no later than 2:00pm (local time) on April 5, 2019** in order to be considered.

**10. Award Determination**

The Contract resulting from this Small Procurement (RFP) will be awarded to the Offeror whose proposal is determined to be the most advantageous to the State, based on the evaluated spectrum of services proposed and price.

- Experience
- Availability
- Work Plan for this engagement
- Price